

**United States Department of the Interior**  
**BUREAU OF LAND MANAGEMENT**

**California State Office**  
2800 Cottage Way, Suite W1834  
Sacramento, California 95825  
[www.ca.blm.gov](http://www.ca.blm.gov)

August 2, 2002

In Reply Refer to:  
1400-410 (P)  
CA-940

EMS Transmission: 8/2/02  
Instruction Memorandum No. CA-2002-060  
Expires: 09/30/03

To: All California Employees

From: State Director

Subject: Microsoft Office XP Upgrade

**DD: 8/30/2002**

**Purpose:** This IM is intended to communicate various training options for Microsoft Office XP. This IM also reiterates IM CA-2002-053 which requested users to identify complex conversions that cannot be done at the State level by **August 30, 2002**, for assignment to a national conversion effort.

**Background:** Instruction Memorandum No. CA-2002-53, dated June 26, 2002, which included WO IM No. 2002-173, dated May 17, 2002, stated that Microsoft Office XP will become the Bureau's new Standard Office Automation suite on October 1, 2002. Microsoft Office 2002 XP software package contains Excel 2002, PowerPoint 2002, Access 2002, and Word 2002.

**Training Options:**

**1. Quick Reference Guides:**

System Administrators will distribute copies of the quick reference guides to all full-time equivalent employees. The guides include Word 2002, Excel 2002, PowerPoint 2002, and Access 2002. System Administrators will also keep a set of guides for employee use. Please contact your local SA if you do not receive a set of the guides.

On-line quick reference tips are also available on the California Intranet homepage ([web.ca.blm.gov](http://web.ca.blm.gov)) by clicking on Microsoft Office XP information. This will take you directly to the BLM Oregon reference site: <http://web.or.blm.gov/OR955/msoffice/index.asp>

## **2. On-line Training:**

All employees are encouraged to register for training on-line in the appropriate components of the Microsoft Office Suite. This allows the user to become proficient in the Microsoft courses on-line via the Internet. There is no monetary cost associated with this option and most courses are 3-4 hours in duration.

### **Options:**

**a. Department of the Interior University (DOI)** – Employees may register on-line for each of the components of the Microsoft Office XP Suite. Currently classes from the vendor, Net-G, are available after registration at the DOI University Website:

<http://www.doi.gov/training/online.html>.

**b. BLM National Training Center (NTC)** – Employees may register on-line with the National Training Center for the Microsoft Office 2000 Suite. These courses cover the applications currently on BLM computers, and are very similar to the upcoming Microsoft Office XP applications. The website for registration is:

<http://www.ntc.blm.gov/>.

## **3. Computer-Based Training for Remote Sites:**

Employees at remote sites without network access may be able to take courses on CD ROM via request through their local Systems Administrator.

## **4. Cadre of Local Trainers: (Train the Trainers)**

The listing of trainers will be provided to all employees upon the completion of the training scheduled for August 6-8, 2002. They may instruct employees in the Microsoft applications and answer questions after receiving training. These local trainers should introduce themselves to the employees of their office and inform them of the services they will provide.

## **5. Lotus Notes –Discussion Database for Microsoft Office:**

This database provides a means to post and respond to questions regarding the MS Office suite. Instructions on how to establish a connection to this discussion database on your Lotus Notes can be found at: <http://web.or.blm.gov/or955/msoffice/discussiondb.asp>

## **Data Conversion:**

Data conversion to MS Office application must begin immediately. Employees are requested to identify by **August 30, 2002**, all *complex* conversions that cannot be done at the local level. This information should be provided to your local Systems Administrator.

Employees are encouraged to explore the Microsoft Office Suite. It is user friendly and easy to navigate. The **Word** icon should appear on your desktop. If it does not, please contact your local System Administrator (SA) or IRM Help Desk for assistance.

Questions regarding training may be directed to Audrey Hall-Carson, 916-978-4482 or [acarson@ca.blm.gov](mailto:acarson@ca.blm.gov), or Chuck McCoy at 916-978-4543. Questions regarding data conversions should be directed to Leah Ward, 916-978-4553.

**Signed**  
**Timothy J. Burke**  
**Acting State Director**

Authenticated by:  
Louise Tichy  
Records Management